

MEMORANDUM FOR: Chairman, ODP Ad Hoc Management Advisory  
Group (MAG)

FROM : Clifford D. May, Jr.  
Director of Data Processing

SUBJECT : Guidelines for an ODP MAG Charter

REFERENCE : Memo fm Chairman, ODP Ad Hoc MAG dtd 11 Nov 77,  
subj.: Establishment of an ODP Management  
Advisory Group

1. I would like for you to draft, for my consideration, a formal charter for a permanent ODP Management Advisory Group. Target date for completion is 1 April 1978. This will allow us to announce the chartering at our ODP Conference on 12-14 April. Generally, I agree with the recommendations made in reference, but not without some reservations. These reservations, or restrictions, are outlined below and should be included in your charter.

a. The Group's concerns, for the present, should be limited to the MZ Career Service and ODP personnel management. No functional issues or problems should be addressed except as they relate to personnel management.

b. I would like the opportunity to approve the topics that will be addressed by the Group.

c. Meetings should be held only as needed, but no more than once a week, to address a specific agenda published by the Chairman or Secretary of the Group.

d. Members will be nominated by Career Panels and approved by the MZ Board. Each major component in ODP will have at least one member in the Group at all times. Membership will be voluntary, i.e., a nominee may decline.

e. Since this is a voluntary advisory group and constitutes an additional duty, members should understand that their work related duties have first priority and that they may have to devote some of their own time to the advisory group duties.

2. Please see me if you have any questions regarding your charter or the guidance I have provided.

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Clifford D. May, Jr.

Att: a/s

cc: DD/A/ODP  
DD/P/ODP  
C/MS/ODP  
C/SPS/ODP  
C/AS/ODP